



Revision number: 2

Purchasing Agent: Roselle Miller

**Item: Certified Public Manager (CPM) Program**

Vendor: 94160A                      Premiere Management Assoc. Inc  
   1506 West 2250 South  
   West Valley City UT 84119

Internet Homepage:

Telephone:                              (801)

Fax number:

Contact:                                 Ron Vandemyde

Email address:

Brand/trade name:

Price:                                      Contact DHRM, Joan Burnside at (801) 537-9058

Terms:

Effective dates:                        08/09/96 through 12/31/99

Days required for delivery:

Price guarantee period:

Minimum order:

Min shipment without charges:

Other conditions:

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CONTRACT HAS BEEN EXTENDED THROUGH DECEMBER 31, 1999. SEE ALSO AR-939, AR-952, AND AR-992

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This contract covers only those items listed in the price schedule. It is the responsibility of the agency to ensure that other items purchased are invoiced separately. State agencies will place orders directly with the vendor (creating a PG in Finet) and make payments for the same on a PV referencing the original PG. Agencies will return to the vendor any invoice which reflects incorrect pricing.



\*\*\*\*\* INFORMATION FOR STATE USERS \*\*\*\*\*

**CERTIFIED PUBLIC MANAGER (CPM) PROGRAM:** Nationally certified supervisory and managerial training, carefully designed, results-proven, skill-oriented, that covers within three courses:

management dynamics, leadership, ethics, risk management, recruitment, performance planning, compensation, delegation, & assessment, communication, coaching, conflict management, termination, presentation, corrective & disciplinary, improving work processes, customer service, action, administrative law, political aspects, building effective teams, dealing with the media, managing diversity, financial management, advanced management, effective presentations, managing volunteer boards, how agencies work together

**BENEFITS OF OBTAINING THE CPM CERTIFICATION:** Per the State of Utah Policy and Procedures Manual, graduates will receive one (1) year of supervisory credit for each course completed, and three (3) years of supervisory credit for the entire CPM certification. The certification includes three (3) courses: Supervisory, Managerial, and Consultant. DHRM is moving in the future to allow increased steps in salary in recognition for completion of the CPM certification.

This course is offered by the State of Utah, Department of Human Resource Management (DHRM) in partnership with the Utah System of Higher Education. It is administrated by and scheduled through DHRM, who will schedule classes for state users (agencies and political sub-divisions) and coordinate with the assigned instructor(s). DHRM will make payment to the assigned contractor(s) and will process an interdepartmental transfer of funds (IAT) as a billing mechanism to the requesting agency at the cost of the course per individual.

**Cost:** \$500/course/individual (Suggest agencies use training or educational assistance budgets.)

**Duration:** Held 1 day (8 hrs) per week for 13 weeks (Students can only miss one 8-hr session per course.)

**Homework:** Agencies are expected to allow students to attend the 8-hr session per week, and to study and prepare for tests and papers within normal work hours.

**Class Size:** Minimum-16, Maximum-24

**Location:** Scheduled thru multiple State agencies, Universities, Cities/Counties, and Federal buildings as assigned thru DHRM.

**Questions and/or sign-up:** Contact Joan Burnside, State of Utah, DHRM, (801)537-9058



\*\*\*\*\* INFORMATION FOR INSTRUCTORS \*\*\*\*\*

The hourly fee provided by the instructor in the Request for Proposal/Best and Final will be in force for the duration of the contract. Twenty (20) additional hours per course are allowed for the following: read and grade papers, consult with students, and additional time to perform Tony Practicum and Team Practicum. The State of Utah, Dept. of Human Resource Management (DHRM) will pay the current IRS travel rate of \$.31 a mile for more than 70 miles from the instructor's home. Additional travel expenses shall be paid as: actual costs for overnight lodging and meals at \$27.00 per day. Instructors will be paid by DHRM thirty days (30) after the conclusion of each course.

DHRM will contract with instructors 30 days (maximum) prior to the class start date. DHRM will notify instructors of class membership one week prior to class.

DHRM will provide all materials which include:

Training Manuals	Pens
Book: "The Wisdom of Teams"	Markers
Handouts	Flipcharts
Overheads	Paper
Media Equipment	Videos
Name Tags	Rosters
Registration of Students	Guest Speakers
Files	Resource Staff

Instructors will:

- Teach this program ONLY under the sponsorship and direction of DHRM.
- Not teach all or any part of this curriculum for private gain.
- Start class on time.
- Present curriculum without modification. (How the information is presented is up to the individual instructor's discretion, however competencies must be ensured and content of curriculum unchanged.)
- Pick up necessary materials at DHRM prior to class.
- Be available to students when necessary.
- Participate in CPM Instructor staff meetings (hourly rate for attendance).
- Promote the CPM program.
- Participate in CPM graduation (non-paid participation).

FINET COMMODITY CODE (S):

96487000000 - TEACHERS, INSTRUCTORS AND PROFESSORS

## REPORTS

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THE CONTRACTOR WILL SUBMIT QUARTERLY REPORTS TO THE STATE PURCHASING AGENT SHOWING QUANTITIES AND DOLLAR VOLUME OF PURCHASES BY EACH STATE AGENCY AND POLITICAL SUBDIVISION. THESE REPORTS WILL BE DUE 10 DAYS AFTER THE CALENDAR QUARTER.